



# **2022-23 Supervisor Guide for Work-Study Students**



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## Career Advising and Experiential Learning

Our mission is to provide students opportunities for on campus employment in part-time positions which match their interests and skills and which may help them grow personally and professionally.

## What is Federal Work-Study?

Federal Work-Study (FWS) is a program of financial assistance for eligible students that is jointly funded by federal and departmental contributions. It allows students to work to earn a portion of their college expenses.

## The Financial Aid Office

The Financial Aid Office determines student eligibility for the FWS program once the student completes their financial aid application. For the 2022-23 academic year, first-year students are generally awarded \$1,350 in work-study funds, while continuing students are awarded \$2,500.

- First-Year Student Award: \$1,350
- Continuing Student Award: \$2,500

## Why Hire Work-Study Students?

The FWS Program offers departments the ability to hire qualified students at low cost. FWS students can provide valuable work support at lower cost due to cost-sharing. Participating departments only pay 25% of the FWS earnings of each FWS student hired; funds allocated to Caltech from the Department of Education pay the remaining 75% of the wages. For most students, the maximum FWS award for the academic year is \$2,500; therefore, the maximum a department would need to provide is \$625 per student.

The 25% departmental cost share **may not come from a federally-funded account, unless that particular account has the authority to pay student wages.** For example, funds from programs sponsored by federal agencies (such as the National Science Foundation or the National Institutes of Health) may be used to pay the nonfederal share (the 25% portion of the earnings), as long as the programs have the authority to pay student wages. The hiring department should contact the appropriate federal agency to see if the program in question does have this authority.

## How to Hire Work-Study Students

There is no difference in the hiring process between hiring a work-study student and a student who doesn't receive work-study. Follow your department's standard procedure for student hires. Make sure that under your PTA, the expenditure type for payroll processing is "**Student Wages NB**".

## How Work-Study Gets Charged

When a work-study student is hired, the full rate of wages (100% of what a student earns) is initially charged to the hiring department's PTA. After the payroll process runs, 75% of a work-study student's wages will be charged to the Federal Work-Study PTA; the department PTA will receive a 75% credit at that time. You will be able to see these charges and credits on the student's Oracle labor distribution record. This results in the hiring department only getting charged 25% of the wages of work-study students.

The department PTA will get the work-study credit until the student has used up their entire federal work-study award. **Once the student has earned their entire work-study award, the department PTA will be charged 100% for any earned income above that.**

## Basic Student Employment Eligibility

Student must be enrolled at least half-time (18 credits or more) and have a Federal Work-Study award.

## Work-Study Earning Periods

For the 2022-23 academic year, the work-study earning period is from **September 26, 2022** to **June 18, 2023**. Seniors cannot work past Commencement, **June 16, 2023**.

**Note:** Timesheets submitted for work-study students after June 18, 2023, will not receive the FWS credit. Departments will need to pay 100% of the student wages for the hours submitted after that date.

## Wages

See Appendix.

## Overtime

Students should not work more than 8 hours in a day. Students cannot work more than 16 hours a week—no matter how many on-campus jobs a student has.

## Type of Work Allowed

Work-study students may perform any office technical or clerical support work, as well as research or teaching assistantships. However, a student employed in a FWS job and receiving academic credit for that job may not be:

- Paid less than they would be if no academic credit were given
- Paid for receiving instruction in a classroom, laboratory, or other academic setting
- Paid unless the employer would normally pay the person for the same job

## What You Cannot Do

- FWS students cannot replace regular full-time employees.
- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.
- In order to avoid personal liability in the case of an injured student, you should not send your FWS students on personal errands.
- FWS positions cannot be used in the construction, operation or maintenance of any part of a building used for religious worship or sectarian instruction.
- Unemployment benefits are not accrued as a result of student employment.
- Students are not eligible for vacation or holiday pay.
- Students who are paid through Federal Work-Study funds cannot be compensated on a salary, commission or fee arrangement.
- Departments must not allow students to work beyond the academic year work dates. **Departments will be responsible for 100% of the earned wages beyond the FWS award.**

- Students are never to work during their scheduled class time (even when a class has been cancelled for that day). It is the supervisor's responsibility to ensure this.
- FWS duties can never include supervising other students.

## Supervisor Responsibilities

As a supervisor in a higher education setting, it is your responsibility to see that the students' work experience contributes to their education as much as possible. A supervisor should also be alert to the general well-being of a student, including their mental and physical health. If unusual behavior occurs, or a personal or educational concern arises for the student, you may wish to direct them to the appropriate resource on campus, such as the [Deans' Office](#) or the [Counseling Center](#).

Some of the supervisor responsibilities for students employed under the Federal Work-Study Program are listed below. Supervisors are defined as any person, including a faculty member, working at Caltech who is responsible for the student employee and the work accomplished by that student.

- Ensuring that students have a work-study award from the Financial Aid Office.
- **Hours worked cannot be held and paid at a later date or recorded in a pay period other than the one in which they were performed.**
- Supervisors are responsible for monitoring a student's work-study balance so that they do not exceed their award.
- It is the responsibility of the supervisor to terminate employment on time to ensure that the student will not work in excess of their eligibility. **If the student does exceed the work-study allotment, the department where the hours were worked will be charged for the wages of those hours.** The Financial Aid Office can assist departments by providing the amount of a student's award that has been earned.
- Establishing a schedule of work hours that will be acceptable to both the student and the department. Remember that your student worker is a student first and try to be flexible and understanding when they need time off for schoolwork.
- A supervisor must develop a complete job description for the position, discuss the description, and present a copy of it to the employee.
- A supervisor must discuss all rules and regulations relating to employees of the department with the student employee.

- A supervisor must inform student employees at the time they are hired if there are clothing requirements for the particular position they will fill for the department.
- Students are allowed rest breaks the same as non-exempt staff if they are scheduled to work for any straight four-hour period.
- Supervisors cannot expect students to work beyond their scheduled time.
- **Supervisors are responsible for verifying the accuracy of a student's timesheet.** That means ensuring that hours listed on the timesheet or in Kronos are accurate, the student is in agreement with those hours, and both supervisor and employee have signed off to that effect.
- Supervisors are encouraged to maintain timesheets and records of hours worked by each student.
- Work hours must not be accepted for work-study students on financial aid probation until the student has petitioned for reinstatement and the petition has been approved.

## Caltech Work-Study

The Caltech Work-Study Program is funded by the Institute to provide part-time employment for international students and others who have demonstrated financial need, but do not qualify for Federal Work-Study. This program is limited to work on campus. The program parallels the Federal Work-Study program, and the same guidelines apply to its administration, except for the cost-sharing percentages. Students on the Caltech Work-Study program are paid **60%** by financial aid and **40%** by the hiring department.

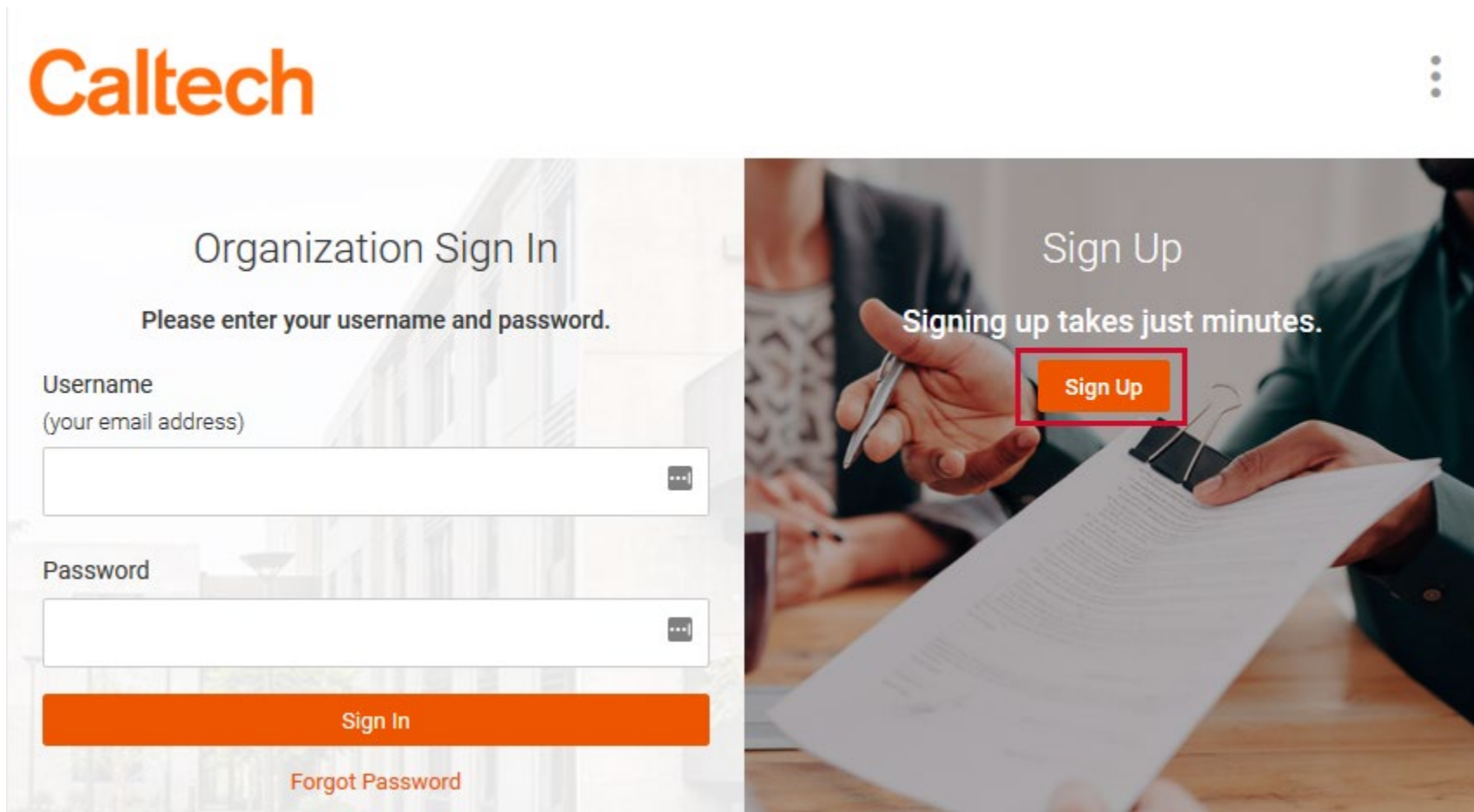
## How to Post Jobs Online

For each job posting you will need to provide:

- Job Title
- Estimated Hours per Week
- Wages: See Appendix
- Job Description: List in detail the duties and responsibilities assigned to the specific position.
- Qualifications: List all qualifications both required and preferred for the position. Be certain to note which are "required" and which are "preferred."
- Application Instructions: Be specific about how you want students to apply.

Follow the instructions below to post a new job opportunity to Next Steps Caltech.

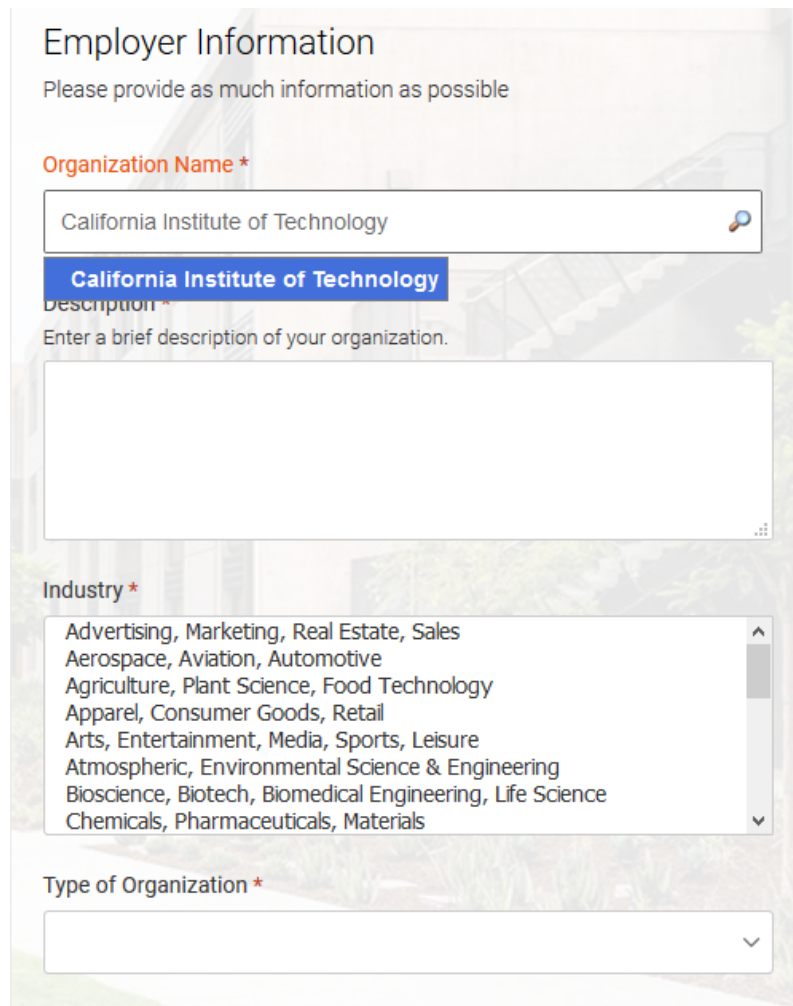
**Step 1:** Access Next Steps Caltech at <https://caltech-csm.symplicity.com/employers/index.php>. Click the Sign Up button to set up an employer account. If you already have a Next Steps Caltech account, sign in and skip to Step 7.



The image shows a web interface for Caltech. On the left, there is a 'Organization Sign In' section with the text 'Please enter your username and password.' Below this are two input fields: 'Username (your email address)' and 'Password'. Each field has a small icon on the right side. Below the password field is an orange 'Sign In' button. At the bottom of this section is a link that says 'Forgot Password'. On the right, there is a 'Sign Up' section with the text 'Signing up takes just minutes.' Below this text is an orange 'Sign Up' button, which is highlighted with a red rectangular box. The background of the right section shows a person's hands holding a pen and a document.



**Step 2:** Fill in the Organization Name as “California Institute of Technology”. As you type, the database will suggest a pre-filled version. Click on that suggestion and all of the Employer Information will be pre-filled. **Do not alter any of the pre-filled information under the Employer Information section.** Skip to the Contact Information section.



**Employer Information**  
Please provide as much information as possible

**Organization Name \***

California Institute of Technology

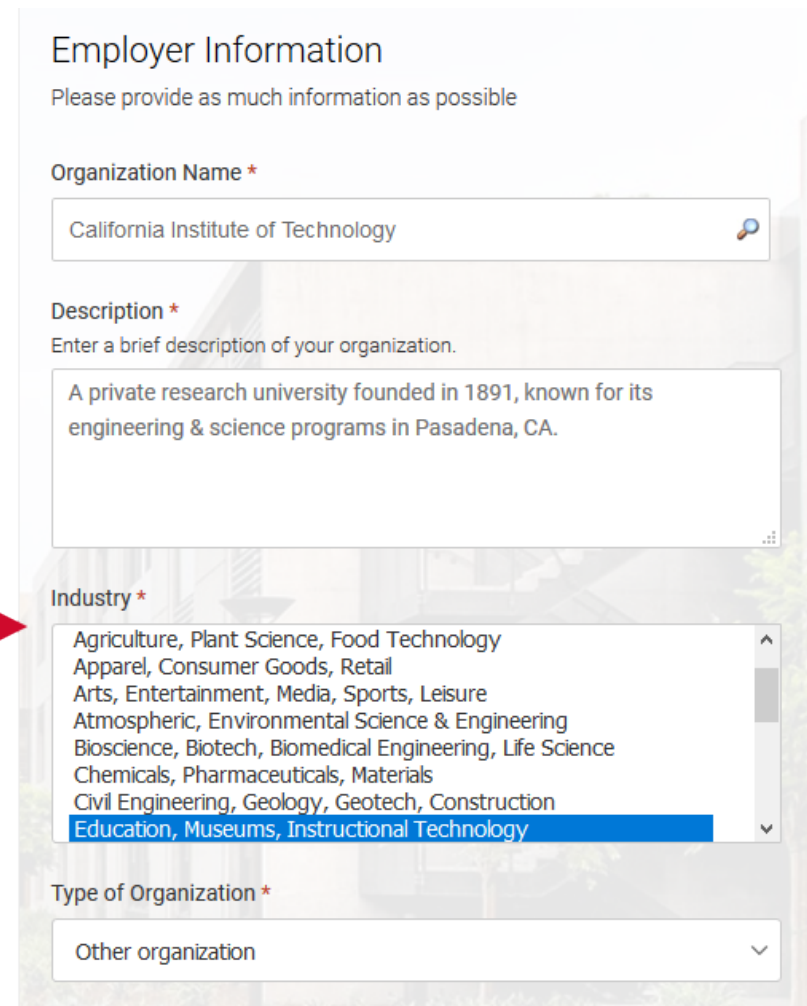
**California Institute of Technology**

**Description \***  
Enter a brief description of your organization.

**Industry \***

Advertising, Marketing, Real Estate, Sales  
Aerospace, Aviation, Automotive  
Agriculture, Plant Science, Food Technology  
Apparel, Consumer Goods, Retail  
Arts, Entertainment, Media, Sports, Leisure  
Atmospheric, Environmental Science & Engineering  
Bioscience, Biotech, Biomedical Engineering, Life Science  
Chemicals, Pharmaceuticals, Materials

**Type of Organization \***



**Employer Information**  
Please provide as much information as possible

**Organization Name \***

California Institute of Technology

**Description \***  
Enter a brief description of your organization.

A private research university founded in 1891, known for its engineering & science programs in Pasadena, CA.

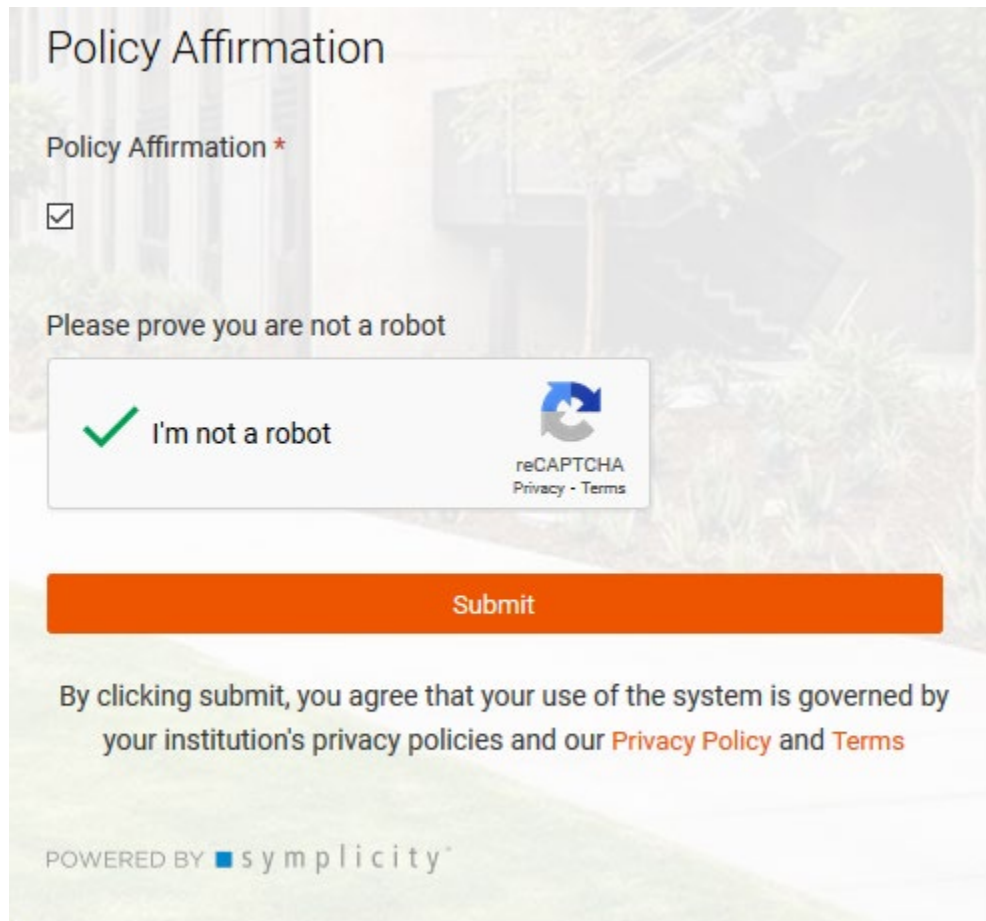
**Industry \***

Agriculture, Plant Science, Food Technology  
Apparel, Consumer Goods, Retail  
Arts, Entertainment, Media, Sports, Leisure  
Atmospheric, Environmental Science & Engineering  
Bioscience, Biotech, Biomedical Engineering, Life Science  
Chemicals, Pharmaceuticals, Materials  
Civil Engineering, Geology, Geotech, Construction  
**Education, Museums, Instructional Technology**

**Type of Organization \***

Other organization

- Step 3:** Fill out the Contact Information and Address sections with your information. Fields marked with a red asterisk are required.
- Step 4:** Read the Privacy Policy and Terms (links are located below the submit button), then check the Policy Affirmation box to indicate your agreement to the terms. Complete the CAPTCHA by clicking on the “I’m not a robot” checkbox. Finally, click Submit to request access to Caltech Next Steps.




The screenshot shows a web form titled "Policy Affirmation" with a background image of a building and trees. The form includes a "Policy Affirmation" section with a checked checkbox, a CAPTCHA section with a green checkmark and the text "I'm not a robot", and a large orange "Submit" button. Below the button, there is a disclaimer about the system's governance and links to the Privacy Policy and Terms. At the bottom, it says "POWERED BY symlicity".


Policy Affirmation

Policy Affirmation \*

☒


Please prove you are not a robot

 I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Submit

By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy](#) and [Terms](#)

POWERED BY  symlicity™

- Step 5:** You'll receive an e-mail from Career Advising and Experiential Learning indicating that your access request is being reviewed. You need to wait until you receive e-mail confirmation of your account approval before proceeding.
- Step 6:** Once you receive confirmation that your account has been created, follow the link given in the e-mail to set up your password. Enter and confirm your new password, then click Save to proceed.

### Set Password

Please set and save your password below.

Your new password

✕ At least 6 total characters

✕ Strength  Weak

Confirm your new password

[Cancel Edits](#) [Save](#)

**Step 7:** In the navigation menu on the left side of the screen, click on Jobs/Job Postings. Then click the “Post An Opportunity” button at the bottom of the page to start entering information about your job opportunity.



Home

Employer Profile

Jobs

Job Postings

Student Resumes/Applications

Archived Jobs

Career Fair Jobs

Publication Requests

Interview Schedules (OCR)

Events

Career Outcomes

Calendar

My Account

Home / Jobs

Opportunity Postings

Job Postings (non-OCR)

Student Resumes/Applications (non-OCR)

Archived Jobs

Career Fair Jobs

Publication Requests

Keywords

(searches job title, ID, description, and organization name: min. 3 characters).

Contact Name

Search

Clear

More Filters

Post An Opportunity

1 result



**Step 8:** For Job Type, select “On Campus Student Employment at Caltech”. Once you’ve selected that option, you’ll be prompted to choose whether or not to restrict your job to only applicants who have work-study awards.

- “Yes” means that you would only hire a student who has a work-study award, so only work-study students would be able to see the job posting.
- “No” means that you would hire a student regardless of whether or not they have work-study, so all students would be able to see the job posting.

Opportunity Type \*

☐ Job

☐ Internship

☒ On Campus Student Employment at Caltech

☐ Postdoc Fellowship

☐ Fellowship (not a postdoc)

Federal Work Study Only \*

Please select "Yes" if you will ONLY consider applicants with Work Study funding. Select No, if you will hire a student regardless of Work-Study funding status.

☐ Yes ☐ No

**Step 9:** Fill out the rest of the information about the job, keeping in mind the rules that apply to work-study students (e.g. hours required, wages). All fields marked with a red asterisk are required.

**Step 10:** At the bottom of the page, set your preferences for application collection, then hit Submit to send your job for approval. Career Advising and Experiential Learning will need to review your job before it can be published.

## APPLICATION INSTRUCTIONS

### Resume Submission Method \*

How would you like to receive application materials?

**E-mail:** Each time an applicant applies to a position, an email will be sent to this address with the application materials attached.

**Accumulate Online:** Applications will be collected online and the recruiter may log in to the Employer Portal to review them.

**Other:** Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, applicants will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

☐ Email ☒ Accumulate Online ☐ Other (enter below)

### Automatic Application Packet Generation \*

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

☒ Yes ☐ No



### Additional Documents

Which additional documents do you request for non-ocr positions.

☐ Cover Letter ☐ Other Documents

### Document Notes

Special instructions regarding requested documents.



Submit

Save And Finish Later

Cancel Edits

**Step 11:** You can see the status of your job posting at any time by clicking on the Jobs/Job Postings item in the navigation menu.

The screenshot displays the 'Opportunity Postings' page. On the left is a navigation menu with items: Home, Employer Profile, Jobs (highlighted with a red box), Job Postings (highlighted with a red box), Student Resumes/Applications, Archived Jobs, Career Fair Jobs, Publication Requests, Interview Schedules (OCR), Events, Career Outcomes, Calendar, and My Account. The main content area has a breadcrumb 'Home / Jobs' and a title 'Opportunity Postings'. Below the title are tabs: 'Job Postings (non-OCR)' (active), 'Student Resumes/Applications (non-OCR)', 'Archived Jobs', 'Career Fair Jobs', and 'Publication Requests'. The 'Job Postings' tab contains a search section with a 'Keywords' field (placeholder: '(searches job title, ID, description, and organization name: min. 3 characters)'), a 'Contact Name' field, and buttons for 'Search', 'Clear', and 'More Filters'. Below the search section is a 'Post An Opportunity' button and a '1 result' indicator. The single result is a job listing for 'Work-Study Test Job' with a 'NOT APPROVED' status tag. The listing details include 'Pasadena, California, United States - On Campus Student Employment at Caltech', 'ID: 758', and 'Posted On Sep 26, 2022 Expiring on Oct 28, 2022'. A 'Withdraw' link is at the bottom left of the listing. On the right side of the listing, there is a badge showing '0 Applicants'.

Home / Jobs

## Opportunity Postings

Job Postings (non-OCR) Student Resumes/Applications (non-OCR) Archived Jobs Career Fair Jobs Publication Requests

**Keywords**  
(searches job title, ID, description, and organization name: min. 3 characters).

**Contact Name**

[Search](#) [Clear](#) [More Filters](#)

[Post An Opportunity](#) 1 result

**Work-Study Test Job** NOT APPROVED

Pasadena, California, United States - On Campus Student Employment at Caltech

ID: 758

Posted On Sep 26, 2022 Expiring on Oct 28, 2022

[Withdraw](#)

0 Applicants

# Appendix



**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**STAFF PERSONNEL MEMORANDA**

<b>Subject:</b>  <b>Pay Ranges for Student Assignments</b>	<b>Memo No. 10-1.1</b> <b>Pages: 2</b> <b>Date: September 1, 2022</b>
<b>Approved by:</b> <b>Kevin Gilmartin, Vice President for Student Affairs</b>	

(This supersedes Memo No. 10-1.1, dated September 1, 2021)

**1. Policy**

Student employee rate ranges for both undergraduate and graduate students.

**2. Pay Ranges for Student Assignments (2022 - 2023 Academic Year)**

**SPECIAL RATES**

	<b><u>Hourly Rate</u></b>
<b>Student House Waiter</b>	\$16.11 / \$17.00 <sup>1</sup>
<b>Student House Head Waiter</b>	\$16.61 / \$17.50 <sup>1</sup>

**UNDERGRADUATE RANGES**

<b>Undergraduate - General Work</b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
	\$16.11 / \$17.00 <sup>1</sup>	\$23.00

*Duties are more generic in nature with practice and procedure established.*

<b>Undergraduate - Technical Work</b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
	\$16.11 / \$17.00 <sup>1</sup>	\$36.00

*Duties involve use of educational background, initiative and judgment to perform technical work.*

<b>Undergraduate Teaching Assistants</b>	<b>Minimum Annual Rate = \$17,325</b> (based on 12 hours per week)
	<b>Maximum Annual Rate = \$21,825</b> (based on 12 hours per week)

	<b><u>Minimum</u></b>		<b><u>Maximum</u></b>	
	<b><u>Per Term</u></b>	<b><u>Per Month</u></b>	<b><u>Per Term</u></b>	<b><u>Per Month</u></b>
Full UTA (12 hours per week)	\$4,331.25	\$1,443.75	\$5,456.25	\$1,818.76
3/4 UTA (9 hours per week)	\$3,247.99	\$1,082.82	\$4,092.19	\$1,364.07
1/2 UTA (6 hours per week)	\$2,165.63	\$721.88	\$2,728.13	\$909.38
1/4 UTA (3 hours per week)	\$1,082.82	\$360.94	\$1,364.07	\$454.69

<sup>1</sup> Rate will increase from \$16.11 per hour to \$17.00 per hour effective 9/26/2022. Rate may increase in accordance with the Pasadena minimum wage effective 7/1/2023.

## GRADUATE RANGES

### Graduate - General Work

#### Minimum

\$16.11 / \$17.00<sup>1</sup>

#### Maximum

\$23.00

*Duties are more generic in nature with practice and procedure established.*

### Graduate - Technical Work

#### Minimum

\$16.11 / \$17.00<sup>1</sup>

#### Maximum

\$36.00

*Duties involve use of educational background, initiative and judgment to perform technical work.*

### Graduate Research Assistant

**Minimum Annual Rate = \$38,500** (based on 20 hours per week)

**Maximum Annual Rate = \$48,500** (based on 20 hours per week)

	<u>Minimum</u>		<u>Maximum</u>	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full GRA (20 hours per week)	\$9,625.00	\$3,208.33	\$12,125.00	\$4,041.67
3/4 GRA (15 hours per week)	\$7,218.75	\$2,406.25	\$9,093.75	\$3,031.25
1/2 GRA (10 hours per week)	\$4,812.50	\$1,604.16	\$6,062.50	\$2,020.84
1/4 GRA (5 hours per week)	\$2,406.25	\$802.08	\$3,031.25	\$1,010.42

*Graduate students are appointed by a division and approved by the Dean of Graduate Studies.*

### Graduate Teaching Assistant

**Minimum Annual Rate = \$38,500** (based on 20 hours per week)

**Maximum Annual Rate = \$48,500** (based on 20 hours per week)

	<u>Minimum</u>		<u>Maximum</u>	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full GTA (20 hours per week)	\$9,625.00	\$3,208.33	\$12,125.00	\$4,041.67
3/4 GTA (15 hours per week)	\$7,217.75	\$2,406.25	\$9,093.75	\$3,031.25
1/2 GTA (10 hours per week)	\$4,812.50	\$1,604.17	\$6,062.50	\$2,020.84
1/4 GTA (5 hours per week)	\$2,406.25	\$802.08	\$3,031.25	\$1,010.42

*Graduate students are appointed by a division and approved by the Dean of Graduate Studies.*

## EXCEPTIONS

Any exception to graduate student pay ranges requires the approval of the Dean of Graduate Studies or designee. Any exception to undergraduate student pay ranges requires the approval of the Dean of Undergraduate Students or designee.

<sup>1</sup> Rate will increase from \$16.11 per hour to \$17.00 per hour effective 9/26/2022. Rate may increase in accordance with the Pasadena minimum wage effective 7/1/2023.